Dear educators,

The focus of ACT test administration preparation at this time is **submitting ACT accommodations/EL supports with documentation** (IEP, 504 plan, or other supporting documents). Please submit requests in the Test Accessibility and Accommodations (TAA) System as soon as possible. **The deadline for these submissions is January 11**. This is a firm deadline. Late requests will only be accepted for the circumstances listed on the Late Consideration Form and only if the completed form is submitted with the request in TAA.

Test Coordinator Action Items:

☐   Read the Test Coordinator Information Manual for information on preparing your testing facility.
☐   Choose testing staff using the guidelines on pp. 12-13 of the Test Coordinator Info Manual. Remember - no staff with relatives taking the ACT state test anywhere in WI nor staff who are athletic coaches can serve as test coordinator or have access to secure test materials prior to test day.
☐   If you missed the accommodations or test administration part 1 webinar, the recordings are available on the DPI ACT Trainings page.
☐   Register for Test Administration Training Webinar Part 2.
☐   Submit ACT accommodations and EL supports requests using the TAA System **by January 11. This is a firm deadline**.
☐   Adjust the number of WorkKeys accommodated formats needed in PAnext (SetUp>Organizations>Test Administration>Edit Enrollment Counts) by January 11.
☐   The 2019 Aspire Schedule of Events is now posted to the DPI ACT Calendar page. Please mark important dates on your calendar and share with your colleagues who are involved with technology and testing.

The Life Cycle of an ACT Accommodations or EL Supports Request

1	School submits accommodations request and supporting documentation for ACT into the TAA system by the **January 11 deadline.**
2	ACT reviews the request and documentation to verify (1) that the accommodation requested matches with the documentation and (2) the accommodation does not invalidate the construct of the test.
3	The school staff person who submitted the request will receive an email notification that a decision is available in TAA.
4	School staff person logs-in to TAA to review the decision. If a request is not approved, the school can submit a request for reconsideration by the January 25 deadline.
5	ACT reviews the additional information, reconsiders the request, and provides an updated decision in TAA.
6	School staff person logs in to TAA to review the decision. If at this point, a student with a disability is not approved for a needed and documented accommodation, school staff contacts DPI OSA for assistance.

ACT English Learner Supports

The following EL supports are available for a college reportable score:

- Written test directions translated in 12 languages
- Use of approved word-to-word bilingual dictionary
- Extended test time
- Testing in a small group environment

Submit requests for these supports with documentation into TAA just like an accommodations request. The following are examples of supporting documentation:

- ACCESS for ELLs individual score report from 2017-18 that includes student name, test date, and score less than 5
- A computer printout of the student's schedule for the current school year including name, status, year, and participation in an English language Acquisition program
- An EL plan for the current school year showing that the student receives supports in school due to limited English including the student name and the year

Resource Spotlight

ACT Policy for Accommodations Documentation
ACT Policy for EL Supports Documentation
List of Allowable Accessibility Supports
English Learner Supports for ACT

ACT Wisconsin Conference

The ACT Wisconsin State Organization hosts an annual conference for Wisconsin educators. Based on the theme, "*Stronger and Better Together*," the 2019 event will feature breakout sessions on preparing students for success in both college and career. Register to attend at the **Madison Marriott West** on **Friday, March 8, 2019** by following this link: http://www.cvent.com/d/rbqnx2

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800; statetesting@act.org
Accommodations: 800-553-6244, ext. 1788; actstateaccoms@act.org
Aspire: 855-730-0400
http://www.act.org/stateanddistrict/wisconsin

General Information and Policies
Jennifer Bell
608-267-7268
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https://dpi.wi.gov/assessment/act

Choice Program and Test Security Issues
Duane Dorn 608-267-1069
duane.dorn@dpi.wi.gov